

TO: Board of Estimates

FROM: Julie Trimbell, Human Resources

DATE: May 3, 2017

SUBJECT: Clerk Typist I– Central Library

Library Director Greg Mickells is requesting the addition of a 1.0 FTE position to perform clerical support and customer service for Outer Library Loan processing at the Central Library. The new position would provide more consistent Outer Library Loan service and better customer service to Library patrons. Upon reviewing the submitted position description, I recommend the position be created as a Clerk Typist I - Library (CG32-01) due to the nature of the work described.

The responsibilities of this position would include handling inter-library loan services for the South Central Library System (SCLS). The Madison Public Library receives approximately \$200,000 annually from SCLS to provide this service. The primary responsibilities of this position will include processing borrowing and lending requests, preparing materials for lending/return, troubleshooting problems with borrowed/lent items, database maintenance, billing, and providing customer service at the help desk. These responsibilities are in line with those of the Clerk Typist I – Library classification.

This work is currently being performed by multiple hourly Library Pages. However, because Library Pages do not work full-time, it would be more efficient to have the work consolidated in one position. The Library does not currently have the capacity to assign this work to other clerk typists. The addition of this position will provide more consistent Outer Library Loan service, provide better customer service to Library patrons, allow professional level staff more time to focus on strategic analysis of Outer Library Loan work, and will directly translate into meeting contractual requirements with SCLS. Madison Public Library intends to fund the new position through salary savings from two vacant hourly Library Page positions.

As the Clerk Typist I - Library classification already exists in the City’s classification scheme, creation of a Clerk Typist I- Library position within the Library operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. Therefore, I am recommending creation of a 1.0 FTE Clerk Typist I - Library position (CG 32-01) within the Library operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
32/01	\$34,410	\$39,575	\$44,325

cc: Greg Mickells – Library Director
Krissy Wick – Library Associate Director
Michael Spelman – Supervising Librarian
Greg Leifer – Employee and Labor Relations Manager